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15 December 1946

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cc: Director

MEMORANDUM TO ASSISTANT DIRECTOR FOR OPERATIONS

ASSISTANT DIRECTOR FOR OFFICE OF REPORTS AND ESTIMATES

ASSISTANT DIRECTOR FOR OFFICE OF COLLECTION AND DISSEMINATION

~~EXECUTIVE FOR PERSONNEL AND ADMINISTRATION~~

CHIEF, ICAPS

~~EXECUTIVE DIRECTOR~~

Subject: Control and Functions of the Washington Document Center

1. Instructions previously issued charging the Office of Reports and Estimates with responsibility for the operation of the Washington Document Center are revoked.
2. The Washington Document Center is assigned, effective 1 December 1946, to the Office of Operations, and designated the Documents Branch of that Office.
3. The functions of the Documents Branch, Office of Operations, will be:
 - a. To receive foreign documents for cataloguing, summarizing, and translation. Determination of documents to be received will be made in coordination between the Assistant Directors for Operations, and Collection and Dissemination.
 - b. To prepare subject lists of accessions for distribution as determined by the Office of Collection and Dissemination.
 - c. To prepare extracts and summaries from documents in its possession to meet requirements received from the Office of Collection and Dissemination.
 - d. To prepare literal translations of documents in its possession to meet requirements received from the Office of Collection and Dissemination.
 - e. To provide such technical liaison with similar activities as may be authorized by the Assistant Director for Operations.
4. The Assistant Directors for Reports and Estimates, and Collection and Dissemination will coordinate closely in determining the requirements and priorities for production of intelligence information by the Documents Branch of the Office of Operations, and the appropriate dissemination of such information. Requirements may include continuous projects of a specific nature, necessitating broad exploitation by the Documents Branch of all documents containing portions of information on a designated subject.

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✓5. The Assistant Director for Operations will coordinate with the Assistant Director for Reports and Estimates to determine final disposition of documents when no longer required for continued active translation purposes.

6. a. The Assistant Director for Operations may prescribe procedures for direct contact between CIG activities and the Documents Branch of his office.

b. Contacts from other government agencies will be through the Office of Collection and Dissemination, except for authorized technical liaison with similar activities.

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